

# ElinarEasy™ Automated Invoice Accounting Demo Guide



# Step 1. Incoming invoices

Your company receives invoices from many sources. ElinarEasy™ recognizes scanned documents, email attachments, e-invoices, and so on... Here you can take a closer look at two different scanned invoices (by clicking the picture in the demo).

Later ElinarEasy™ will account automatically these same documents about travel expenses.

## Your company receives invoices from many sources

Invoices are received physically on paper, by email and electronic invoicing with different types of formatting. Going through them manually generates a lot of manual work.



Scanned documents



Email attachments



E-invoices



# Step 2. Incoming invoices

Your company receives invoices from many sources. ElinarEasy™ recognizes scanned documents, email attachments, e-invoices, and so on... Here you can take a closer look at two different scanned invoices (by clicking the picture in the demo).

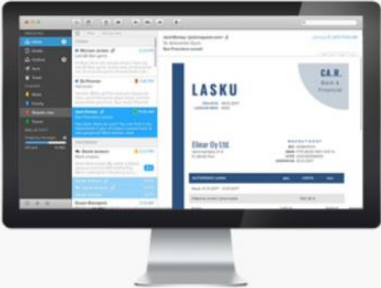
Later ElinarEasy™ will account automatically these same documents about travel expenses.

### Your company receives invoices from many sources

Invoices are received physically on paper, by email and electronic invoicing with different types of formatting. Going through them manually generates a lot of manual work.



Scanned documents



Email attachments



E-invoices



# Step 3. Capturing

We use IBM Datacap© for capturing data from any source. The data you need will next be found from invoice #1. It takes just some seconds – AI is faster than a human.

### ElinarAI™ combines your incoming invoice data into a single data stream

No matter where your invoices come from, **ElinarAI™** powered by **IBM DataCap©** will reformat and prepare the invoices and make sure relevant data is captured.

**ELINAR**  
since 1994

**TRAVEL EXPENSE**

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FI-28100 Pori

**DATE: FEBRUARY 14TH, 2020**  
INVOICE NO: 258  
REF NO: 42599  
**ACCOUNT NO: FI213110230366254**  
DUE DATE: FEBRUARY 29TH, 2020  
CURRENCY: EUR

Departure	Return	Locality	Purpose
30.12.2019, 6:50 AM	30.12.2019, 8:00 PM	Pori-Vantaa-Pori	Presentation
09.01.2020, 7:55 AM	<b>10.01.2020, 6:40 PM</b>	Pori-Helsinki-Pori	Demonstration

Product	Code	QTY	Units	Price per unit	Value Tax free	VAT
Kilometric allowance	kmat9	470	km	0.43	<b>203.90</b>	0
Daily allowance	da19	1	pcs	42.00	42.00	0
Parking fee	park	1	pcs	3.50	2.82	<b>23</b>
<b>Kilometric allowance</b>	<b>kmat1</b>	525	km	0.43	225.75	0
Daily allowance	da20	2	<b>pcs</b>	<b>43.00</b>	86.00	0
Hotel	acc	1	pcs	120.00	96.77	24
Coffee	cpun	1	<b>pcs</b>	19.60	<b>17.29</b>	14
Meeting room rent	ether	1	pcs	150.00	120.97	24
Taxi	tra	1	pcs	<b>33.00</b>	11.21	24

Tax free amount: 804.81 €  
VAT 14 %: 2.41 €  
**VAT 24 %: 55.63 €**  
**GRAND TOTAL: 863.85 €**

Elinar Oy // contact@elinar.com // FI0267147



PROCESSING INVOICE #1



# Step 4. Automatic processing

ElinarEasy™ validates and enriches invoice data. And it puts every cost to the right cost centers in practise. This is possible because of the learning data which AI has gotten beforehand. Still, there are some new cases for AI from time to time, and then you'll need to confirm the right answer.

### Invoice data is automatically validated and enriched

Data can be validated using preset business rules. Missing information can be resolved with data lookup from your company's external sources. Only when **ElinarAI™** is uncertain, the invoice will be sent to manual verification.



Ani Juntunen  
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**TRAVEL EXPENSE**

DATE: FEBRUARY 14TH, 2020  
INVOICE NO: 258  
REF. NO: 42599  
ACCOUNT NO: FI21 3131 0220 3662 54  
DUE DATE: FEBRUARY 29TH, 2020  
CURRENCY: EUR

**Meeting room rent**

- ✓ Code
- ✓ Quantity
- ✓ Price
- ✓ Value (tax free)
- ✓ VAT
- ? Cost center

Departure	Return	Locality	Purpose
30.12.2019, 6:30 AM	30.12.2019, 8:00 PM	Pori-Vantaa-Pori	Presentation
09.01.2020, 7:55 AM	10.01.2020, 6:40 PM	Pori-Helsinki-Pori	Demonstration

Product	Code	QTY	Unit	Price per unit	Value Ex tax	VAT
Kilometric allowance	kma19	470	km	0.45	202,10	0
Daily allowance	da19	1	pcs	42,00	42,00	0
Parking fee	park	1	pcs	3,50	2,82	24
Kilometric allowance	kma20	525	km	0.43	225,75	0
Daily allowance	da20	2	pcs	43,00	86,00	0
Hotel	acc	1	pcs	120,00	96,77	24
Coffee	caun	1	pcs	19,60	17,39	14
Meeting room rent	ether	1	pcs	150,00	120,97	24
Taxi	tra	1	pcs	15,90	11,21	24

Tax free amount: 804,81 €  
 VAT 14 %: 2,41 €  
 VAT 24 %: 55,63 €

**GRAND TOTAL 862,85 €**

**ElinarAI™** is unsure of the cost center. You can teach it by verifying the correct one from the dropdown menu.

**Taxi**

- ✓ Code
- ✓ Quantity
- ✓ Price
- ✓ Value (tax free)
- ✓ VAT
- ✓ Cost center

Verify data



# Step 5. Unclear cases

In this Travel Expense –invoice, “meeting room rent” is not meant to be in the cost center “rents”, but in “negotiation expenses”. You must teach it to the ElinarEasy™ by verifying it from the drop down menu (it’s the green one).

**Invoice data is automatically validated and enriched**

Data can be validated using preset business rules. Missing information can be resolved with data lookup from your company's external sources. Only when **ElinarAI™** is uncertain, the invoice will be sent to manual verification.

**ELINAR**  
ELINAR OY

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**TRAVEL EXPENSE**

DATE: FEBRUARY 14TH, 2020  
INVOICE NO: 258  
REF NO: 42599  
ACCOUNT NO: F07 333 0220 3662 54  
DUE DATE: FEBRUARY 29TH, 2020  
CURRENCY: EUR

Departure	Return	Locality	Purpose
30.12.2019, 6:30 AM	30.12.2019, 8:00 PM	Pori-Vantaa-Pori	Presentation
09.01.2020, 7:55 AM	10.01.2020, 6:40 PM	Pori-Helsinki-Pori	Demonstration

Product	Code	QTY	Unit	Price per unit	Value tax free	VAT
Kilometric allowance	kma19	470	km	0,43	202,10	0
Daily allowance	da19	1	pcs	42,00	42,00	0
Parking fee	park	1	pcs	3,50	2,82	24
Kilometric allowance	kma20	525	km	0,43	225,75	0
Daily allowance	da20	2	pcs	43,00	86,00	0
Hotel	acc	1	pcs	120,00	96,77	24
Coffee	ccou	1	pcs	19,60	17,19	14
Meeting room rent	ether	1	pcs	150,00	120,97	24
Taxi	tra	1	pcs	13,90	11,21	24

Tax free amount: 804,81 €  
VAT 14 %: 2,61 €  
VAT 24 %: 55,63 €

**GRAND TOTAL: 862,85 €**

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**Meeting room rent**

- ✓ Code other
- ✓ Quantity 1 pcs
- ✓ Price 150,00
- ✓ Value (tax free) 120,97
- ✓ VAT 24 %
- ? Cost center

ElinarAI™ is unsure of the cost center. You correct one from the dropdown menu.

**Taxi**

- ✓ Code
- ✓ Quantity
- ✓ Price
- ✓ Value (tax free) 11,21
- ✓ VAT 24 %
- ✓ Cost center Travel expenses

Rents

Km allowances 2020

Km allowances 2019

Daily allowances at 2020

Daily allowances at 2019

Travel expenses

Accommodation expenses

Negotiation expenses

Rents

Verify data



# Step 6. Data goes into ERP System

When you have verified data, ElinarEasy™ now knows that the meeting room rents in travel expenses are not belonging to the general rents. Your verifying is the key to why it's learning better and better all the time, and the amount of manual work is constantly decreasing.

### Processed invoice data is sent to accounting systems

Once the invoice data has been validated, verified and enriched, the data is sent to accounting systems.

#### Meeting room rent

✓ Code	other
✓ Quantity	1 pcs
✓ Price	150,00
✓ Value (tax free)	120,97
✓ VAT	24 %
? Cost center	Negotiation expenses

ElinarAI™ is unsure of the cost center. You can teach it by verifying the correct one from the dropdown menu.

#### Taxi

✓ Code	tra
✓ Quantity	1 pcs
✓ Price	13,90
✓ Value (tax free)	11,21
✓ VAT	24 %
✓ Cost center	Travel expenses



# Step 7. Learning AI

Later, when ElinarEasy™ processes the next invoices, it will remember your verifying and puts the same kind of expenses automatically to the right cost center.

## ElinarAI™ is smart and will learn from your input

You only need to teach **ElinarAI™** once. It will learn and resolve missing or unclear data as more data is processed.

Departure	Return	Locality	Purpose
18.02.2020, 8:30 AM	18.02.2020, 10:15 PM	Pori-Helsinki-Pori	Customer meeting
05.05.2020 8:00 AM	05.05.2020, 4:45 PM	Pori-Helsinki-Pori	Event

Product	Code	QTY	Unit	Price per unit	Value tax free	VAT
Kilometric allowance	km20	525	km	0.45	235.75	0
Daily allowance	da20	1	pcs	43.00	43.00	0
Parking fee	park	1	pcs	15.00	12.10	2%
Kilometric allowance	km20	525	km	0.45	235.75	0
Daily allowance	da20	3	pcs	43.00	129.00	0
Hotel	acc	1	pcs	240.00	195.55	2%
Dinner	ceun	1	pcs	86.15	75.57	1%
Meeting room rent	other	1	pcs	290.00	233.87	2%
Local train	tra	4	pcs	2.50	8.06	2%

Tax free amount: 1 136.05 €  
VAT 1%: 10.58 €  
VAT 2%: 107.42 €  
**GRAND TOTAL: 1 254.65 €**

- ✓ Quantity 1 pcs
- ✓ Price 86,15
- ✓ Value (tax free) 75,57
- ✓ VAT 14
- ✓ Cost center Negotiation expenses

### Meeting room rent

- ✓ Code other
- ✓ Quantity 1 pcs
- ✓ Price 290,00
- ✓ Value (tax free) 233,87
- ✓ VAT 24
- ✓ Cost center Negotiation expenses

### Local train

- ✓ Code tra
- ✓ Quantity 4 pcs
- ✓ Price 2,50
- ✓ Value (tax free) 8,06
- ✓ VAT 24
- ✓ Cost center Travel expenses





# Step 8. Benefits

At the end, you'll see how automated invoice accounting could help you and your company. Whether your problem is mistakes with accounting, expensive invoice processing, slow data transfer to the accounting system or CFO, we can help you.



**All done. Thanks to ElinarAI™.**

You have processed all your invoices. Let's see all the benefits you achieved.



Correctly captured invoice items with success rate of **90%**.



Gave the financial information to CFO **3-4 days** faster.



Directly accounted items saved **30 minutes** of manual work.



Trained ElinarAI™ **new skills**.



Return on investment **<2 months**.